

Security Information

6 October 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 78-53

SUBJECT: Scheduling Medical Examinations

1. In order to establish effective utilization of Medical Office personnel and facilities it is desirable that the scheduling of medical examinations be centrally controlled in order to reduce the possibility of extremes in the daily workload of the Medical Office. Currently, it is the opinion of the Medical Office that they can handle approximately 16 examinations for males during the morning hours of each workday of the week and 14 examinations for females during the afternoon hours each day except Wednesday.

2. Pending establishment of a control point by the Medical Office in Curtis Hall the Transactions and Records Branch, Processing & Records Division will be the central control point for the scheduling of physical examinations. All components of the Personnel Office responsible for arranging the scheduling of physical examinations will contact the Transactions and Records Branch by telephone (Extension 2784) or messenger for appointment for individuals requiring a physical examination. The Transactions and Records Branch will maintain a roster for establishing appointments for physical examinations and will assign appointments to the requesting component as they are received.

3. Normally, priority will be given on appointments for individuals entering on duty and processing for overseas duty, except when advance appointments for pre-employment medical examination have been made or overseas returnees are going on immediate home leave. Ordinarily the number of scheduled appointments per day will not exceed those indicated in paragraph 1. However, in unusual circumstances, three or four additional appointments per day may be made.

4. Components responsible for arranging the physical examinations will continue to prepare Form No. 37-169, Medical Action Request and Report, for transmittal to the Medical Office when they have been informed by the Transactions and Records Branch of the appointment date and time. It is imperative that the Form 37-169 be accurately and completely filled out.

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